

Registered No. P. 97

रजिस्टर्ड नं० पी० ९७



# राजपत्र, हिमाचल प्रदेश

## (असाधारण)

हिमाचल प्रदेश शासन द्वारा प्रकाशित

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शिमला, शुक्रवार, 25 नवम्बर, 1960/4 अग्रहायण, 1882

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**HIMACHAL PRADESH ADMINISTRATION**

**INDUSTRIES DEPARTMENT**

**NOTIFICATION**

*Simla-4, the 12th Júlý, 1960/21st Asadha, 1882*

No. I&S. Admn. 15-(Lab-T.U. Reg.)-295/59.—In exercise of the powers conferred by section 29 of the Indian Trade Unions Act, 1926 (XVI of 1926), the Lieutenant Governor, Himachal Pradesh, proposes to make the following regulations. These are hereby published for inviting suggestions/objections if any, from the persons likely to be effected thereby, which should be sent to the Secretary Industries, Himachal Pradesh Administration within one month of the publication of these in the official Gazette.

1. *Short title.*—These regulations may be called the Himachal Trade Unions Regulations, 1959.
- 1A. *Extent.*—They shall extend to trade unions whose objections are confined to Himachal Pradesh.
2. *Definitions.*—In these regulations—
  - (a) 'the Act' means the Indian Trade Unions Act, 1926;
  - (b) 'Form' means a form appended to these regulations;
  - (c) 'Section' means a section of the Act.
3. *Form of application for registration.*—Every application for registration of a Trade Union shall be made in Form 'A'.
4. *Evidence to prove authority to make application.*—Upon an application for the registration of a Trade Union, the Registrar may require from the applicants such evidence as may seem to him necessary to show that the applicants have been duly authorised to make the application on behalf of the Trade Union.
5. *Form of register.*—The register of Trade Unions referred to in section 8 shall be maintained in Form 'B'.
6. *Form of certificate.*—The certificate of registration issued by the Registrar under section 9 shall be in Form 'C'.
7. *Fee of registration.*—The fee payable on registration of a Trade Union shall be as follows:—
  - Rs. 5 for a Trade Union with a membership of 1,000 or over.
  - Rs. 2 for a Trade Union with a membership of less than 1,000.
8. *Withdrawal or cancellation of certificate of registration.*—(1) *Form of application for withdrawal or cancellation.*—Every application by a Trade Union for withdrawal or cancellation of its certificate of registration shall be sent to the Registrar in Form 'D'.  
(2) *Verification of application.*—The Registrar on receiving an application for withdrawal or cancellation of registration shall, before granting the application, verify that the application was approved in a general meeting of a Trade Union, or if it was not so approved, that it has the approval of a majority of the members of the Trade Union. For this purpose the Registrar may call for such further particulars as he may deem necessary and may examine any officer of the Union.
9. *Appeals.*—Any appeal made under sub-section (1) of section 11 shall be filed within ninety days of the date on which the Registrar passed the order against which the appeal is made.
10. *Change of address of head office of a Trade Union.*—Notice of any change in the address of the head office of a Trade Union shall be given to the Registrar in Form 'G'.
11. *Alteration of rules.*—(1) On receiving a copy of any alteration made in the rules of a Trade Union under sub-section (3) of section 28, the Registrar shall, unless he has reason to believe that the alteration has not been made in the manner provided by the rules of the Trade Union or unless the alteration is not in accordance with the Act, register the alteration in a register to be maintained for this purpose and shall notify the fact that he has done so to the Secretary of the Trade Union.

(2) The fee payable for registration of alterations of rules shall be Re. 1 for each set of alteration made simultaneously.

**12. Change of name.**—(1) The notice of any change of the name of a Trade Union shall be sent to the Registrar in Form 'E'.

(2) When the Registrar registers a change of name under section 25, sub-section (3) he shall certify under his signature at the foot of the certificate issued under regulation 6 that the new name has been registered. The Secretary shall present the certificate to the Registrar for making this entry.

**13. Amalgamation of Trade Unions—Form of notice.**—Notice of every amalgamation shall be sent to the Registrar in duplicate in Form 'F'.

**14. Dissolution of registered Trade Unions.**—When a registered Trade Union is dissolved, notice of the dissolution shall be sent to the Registrar in Form 'H'.

**15. Dissolution of Funds.**—Where it is necessary for the Registrar, under sub-section (2) of section 27, to distribute the funds of a registered Trade Union which has been dissolved, he shall divide the funds among the members in proportion to the amounts contributed by them by way of subscription during their membership.

**16. Annual returns.**—The general statement to be furnished under section 28, shall be submitted to the Registrar by the 31st day of July in such year and shall be in Form 'I' and 'J'.

**17. Audit.**—(1) Save as provided in sub-regulations (2), (3), (4) and (5) of this regulation the annual audit of the accounts of any registered Trade Union shall be conducted by an Auditor authorised to audit the accounts of companies under sub-section (1) of section 226 of the Indian Companies Act, 1956.

(2) Where the membership of a registered Trade Union did not at any time during the year ending on the 31st March, exceed 2,000, the annual audit of the accounts may be conducted:—

- (a) by an examiner of local fund accounts; or
- (b) by any local fund Auditor appointed by the Central Government; or
- (c) by any person who, having held an appointment under the Central Government in any audit or accounts department, is in receipt of a pension of not less than Rs. 200 per mensem.

(3) Where the membership of a registered Trade Union did not at any time during the year ending on the 31st day of March exceed 1,000 the annual audit of the accounts may be conducted:—

- (a) by any two persons holding office as a magistrate or a judge or as a councillor of any municipality or member of a district local board, or of the State Legislature, or Parliament;
- (b) by any person who, having held an appointment under the Central Government in any audit or accounts department, is in receipt of a pension from the Central Government of not less than Rs. 75 a month; or
- (c) by any Auditor appointed to conduct the audit of co-operative societies by Government or by the Registrar of Co-operative Societies or by any State Co-operative Organisation recognized by Government for this purpose.

(4) Where the membership of a registered Trade Union did not at any time during the year ending on the 31st March exceed 500, the annual audit of the accounts may be conducted by any two members of such registered Trade Union.

(5) Where the registered Trade Union is a federation of Trade unions, and the number of such unions affiliated to it at any time during the year ending on the 31st March did not exceed 50, 15, or 5 respectively, the audit of the accounts of federation may be conducted as if it had not at any time during the year had a membership of more than 2,000, 1,000, or 500 respectively.

18. *Disqualification of Auditors.*—Notwithstanding anything contained in regulation 17, no person who at any time during the year for which the accounts are to be audited was entrusted with any part of the funds or securities belonging to a registered Trade Union shall be eligible to audit the accounts of that Union.

19. *Powers of Auditors.*—The Auditor or auditors appointed in accordance with these regulations shall be given access to all the books of the registered Trade Union concerned and shall verify the general statement submitted under section 28 with the accounts and vouchers relating thereto, and shall thereafter sign the Auditor's declaration appended to Form I, indicating separately on that form under his signature or their signatures, a statement showing in what respect he or they find the return to be incorrect, not supported by vouchers or not in accordance with the Act. The particulars given in the statement shall indicate—

(a) every payment which appears to be unauthorised by the rules of the registered Trade Union concerned, or contrary to the provisions of the Act;

(b) the amount of any deficit or loss which appears to have been incurred by the negligence or misconduct of any person;

(c) the amount of any sum which ought to have been but is not brought to account by any person.

20. *Audit of political fund.*—The audit of the political fund of a registered Trade Union shall be carried out along with the audit of the general account of the registered Trade Union by the same auditor or auditors.

21. *Inspection of register and documents.*—(1) The register of Trade Unions maintained in accordance with regulation 5 shall be open to inspection by any person on payment of a fee of annas eight.

(2) Any documents in the possession of the Registrar received from a registered Trade Union may be inspected by any member of that Union on payment of a fee of annas eight for each document inspected.

(3) Documents shall be open to inspection every day on which the office of the Registrar is open and within such hours as may be fixed for this purpose by the Registrar.

#### FORM 'A'

#### Trade Unions Act, 1926

#### APPLICATION FOR REGISTRATION OF TRADE UNIONS

Name of Trade Union..... Address.....

Dated the..... day of..... 19 .....

1. This application is made by the persons whose names are subscribed at the foot hereof.

2. The name under which it is proposed that the Trade Union on behalf of which this application is made shall be registered is.....  
.....as set forth in Rule No.....

3. The address of the head office of the Union to which all communications and notices may be addressed is.....
4. The..... Union came into existence on the ..... day of..... 19 .....
5. The Union is a union of employers/workers engaged in the..... Industry/or..... profession/or..... (establishment), and has..... members.
6. The particulars required by section 5 (1)(c) of the Indian Trade Unions Act, 1926, are given in Schedule I.
7. The particulars given in Schedule II show the provisions made in the Rules for the matters detailed in section 6 of the Indian Trade Unions Act, 1926.
- \*8. The particulars required by section 5 (2) of the Indian Trade Unions Act, 1926, are given in Schedule III.
9. Two copies of the Rules of the Union are attached to this Application.
10. We have been duly authorised by the Trade Union to make this application on its behalf, such authorisation consisting of.....

|           | Signature | Occupation | Address |
|-----------|-----------|------------|---------|
| Signed 1. |           |            |         |
| 2.        |           |            |         |
| 3.        |           |            |         |
| 4.        |           |            |         |
| 5.        |           |            |         |
| 6.        |           |            |         |
| 7.        |           |            |         |

To

The Registrar of Trade Unions,  
Himachal Pradesh, Simla.

\*To be struck off in the case of Unions which have not been in existence for one year before the date of application.

†State here whether the authority to make this application was made by a resolution of a general meeting of the Trade Union or, if not, in what other way it was given.

### SCHEDULE I

*Trade Unions Act, 1926*

### LIST OF OFFICERS

| Name of Trade Union..... |      |     |         |            |
|--------------------------|------|-----|---------|------------|
| Office held in union     | Name | Age | Address | Occupation |
|                          |      |     |         |            |
|                          |      |     |         |            |
|                          |      |     |         |            |
|                          |      |     |         |            |

SCHEDULE II  
REFERENCE TO RULES

The numbers of the rules making provision for the several matters detailed in column 1 are given in column 2 below:

| Matter<br>1  | Number of rules<br>2 |
|--|----------------------|
| Name of Union ...  |                      |
| The whole of the objects for which the Union has been established ..   |                      |
| The whole of the purposes for which the general funds of the Union shall be applicable ..                              |                      |
| The maintenance of a list of members ..  |                      |
| The facilities provided for the inspection of the list of members by officers and members..                            |                      |
| The admission of ordinary members ..   |                      |
| The admission of honorary or temporary members ..  |                      |
| The conditions under which members are entitled to benefits assured by the rules ..                                    |                      |
| The conditions under which fines or forfeitures can be imposed or varied ..  |                      |
| The manner in which the rules shall be amended, varied or rescinded ..   |                      |
| The manner in which the members of the executive and the other officers of the Union shall be appointed and removed .. |                      |
| The safe custody of the funds ..   |                      |
| The annual audit of the accounts ..  |                      |
| The facilities for the inspection of the account books by officer and members ..                                       |                      |
| The manner in which the union may be dissolved ..  |                      |

SCHEDULE III

(This need not be filled in if the Union came into existence less than one year before the date of application for Registration).

STATEMENT OF LIABILITIES AND ASSETS ON THE  
.....DAY OF.....19 ..

| Liabilities                          | Rs. | nP. | Assets                          | Rs. | nP. |
|--------------------------------------|-----|-----|---------------------------------|-----|-----|
| Amount of general fund.              |     |     | Cash —                          |     |     |
| Amount of political fund.            |     |     | In hands of Treasurer           |     |     |
| Loans from—                          |     |     | In the hands of Secretary       |     |     |
| Debts due to—                        |     |     | In hands of                     |     |     |
| Other liabilities (to be specified). |     |     | In the ..... Bank               |     |     |
|                                      |     |     | In the ..... Bank               |     |     |
|                                      |     |     | Securities as per list below:   |     |     |
|                                      |     |     | Unpaid subscriptions due.       |     |     |
|                                      |     |     | Loans to—                       |     |     |
|                                      |     |     | Immovable property              |     |     |
|                                      |     |     | Goods and furniture             |     |     |
|                                      |     |     | Other assets (to be specified). |     |     |
| Total liabilities ..                 |     |     | Total assets ..                 |     |     |

LIST OF SECURITIES

| Particulars | Face value | Cost price | Market value | In hands of |
|-------------|------------|------------|--------------|-------------|
|             |            |            |              |             |
|             |            |            |              |             |
|             |            |            |              |             |
|             |            |            |              |             |
|             |            |            |              |             |
|             |            |            |              |             |

Signed 1.....  
2.....  
3.....  
4.....  
5.....  
6.....  
7.....

## FORM B

Trade Unions Act, 1926

## REGISTER OF OFFICERS

Name of Trade Union..... Date of Registration..... Remarks  
 Registration No..... Number of application form.....  
 Address of head office..... Names of members making .....  
 Subsequent changes of the Address Application .....  
 of the head office.....

|        |        |
|--------|--------|
| 1..... | 1..... |
| 2..... | 2..... |
| 3..... | 3..... |
| 4..... | 4..... |
| 5..... | 5..... |
| 6..... | 6..... |
| 7..... | 7..... |
| 8..... | 8..... |

Officers (Transfer from one post to another count as relinquishment of appointment held).

| Year of entering on office | Name | Office held in Union | Age on entry | Address | Occupation | Year of relinquishing office | Other offices held in addition to membership of Executive with dates |
|----------------------------|------|----------------------|--------------|---------|------------|------------------------------|--|
|                            |      |                      |              |         |            |                              |  |
|                            |      |                      |              |         |            |                              |  |

## FORM C

Trade Unions Act, 1926

## CERTIFICATE OF REGISTRATION OF TRADE UNIONS

Name of Trade Union.....  
 Registration No.....

OFFICE OF THE REGISTRAR OF TRADE UNIONS,  
 HIMACHAL PRADESH.

It is hereby certified that the.....  
 Union has been registered under the Indian Trade Unions Act, 1926, this  
 ..... day of..... 19.....

Sd/-

Registrar of Trade Unions,  
 Himachal Pradesh.

FORM D

*Trade Unions Act, 1926*

REQUEST TO WITHDRAW OR CANCEL CERTIFICATE OF  
REGISTRATION

Name of Trade Union.....

Registration No..... Address.....

Dated the..... day of.....19

To

The Registrar of Trade Unions,  
Himachal Pradesh, Simla.

The above-mentioned Trade Union desires that its certificate of registration under the Trade Unions Act, 1926, may be withdrawn (or cancelled) and at a general meeting\* duly held on the..... day of.....19 it was resolved as follows:

(Here give exact copy of Resolution)  
(Signed).

FORM E

*Trade Unions Act, 1926*

NOTICE OF CHANGE OF NAME

Name of Trade Union already registered.....

Registration No..... Address .....

Dated this..... day of..... 19

To

The Registrar of Trade Unions,  
Himachal Pradesh, Simla.

Notice is hereby given that the provisions of section 23 of the Trade Unions Act having been complied with the name of the above-mentioned Trade Union has been changed to.....

The consent of the members was obtained by:—

|        |        |            |
|--------|--------|------------|
| Signed | 1..... | Secretary, |
|        | 2..... | Member,    |
|        | 3..... | Member,    |
|        | 4..... | Member,    |
|        | 5..... | Member,    |
|        | 6..... | Member,    |
|        | 7..... | Member,    |
|        | 8..... | Member.    |

\*If not a general meeting, state in what manner the request has been determined upon.

†i.e. by referendum, resolution of a general meeting etc. if procedure followed is covered by rule, quote number of the rule.

## FORM F

*Trade Unions Act, 1926*

## NOTICE OF AMALGAMATION OF TRADE UNIONS

- A. Name of Registered Trade Union.....  
 Number of Registration.....
- B. Name of Registered Trade Union.....  
 Number of Registration.....  
 (and so on if more than two)

— (Address)

Dated the..... day of..... 19 ..

To

The Registrar of Trade Unions.  
 Himachal Pradesh, Simla.

Notice is hereby given that in accordance with the requirements of section 24 of the above-mentioned Act the members of each (or every one) of the above-mentioned Trade Unions have resolved to become amalgamated together as one Trade Union.

And that the following are the terms of the said amalgamation (State the terms):

And that it is intended that the Trade union shall henceforth be called the .....

Accompanying this notice is a copy of the rules intended to be henceforth adopted by the amalgamated Trade Union which are the rules (if so) of the Union.

(to be signed by seven members  
 and the Secretary of each Trade  
 Union).

Name and address to which registered copy is to be sent.

Signed 1..... Secretary,  
 2..... Member,  
 3..... Member,  
 4..... Member,  
 5..... Member,  
 6..... Member,  
 7..... Member,  
 8..... Member.

## FORM G

*Trade Unions Act, 1926*NOTICE OF CHANGE OF ADDRESS OF THE HEAD OFFICE  
OF A REGISTERED TRADE UNION

Name of Trade Union.....

Registration No..... Address.....

Dated this..... day of..... 19 ..

To

The Registrar of Trade Unions,  
Himachal Pradesh, Simla.

Notice is hereby given that the head office of the above-mentioned Trade Union has been removed from..... and is now situated at..... in..... City (or town or district).

(Signed)

Secretary.

This part to be detached by the Registrar when the notice is registered, and returned to the Trade Union.

Received this.....day of..... 19..... notice of removal of the head office of the..... Register No.... to city (or town, or district).

Registrar of Trade Unions,  
Himachal Pradesh, Simla.

Seal.

# FORM H

Trade Unions Act, 1926

## NOTICE OF THE DISSOLUTION OF A TRADE UNION

Name of Trade Union.....

Registration No..... Address.....

Dated this..... day of..... 19 ..

To

The Registrar of Trade Unions,  
Himachal Pradesh, Simla.

Notice is hereby given that the above-mentioned Trade Union was dissolved in pursuance of the rules thereof on the..... day of..... 19 ..

We have been duly authorised by the..... Union to forward this notice on its behalf, such authorisation consisting of a resolution passed at a general meeting on the\*..... day of ..... 19 ..

Signed 1.....Secretary,  
2.....Member,  
3.....Member,  
4.....Member,  
5.....Member,  
6.....Member,  
7.....Member,  
8.....Member.

\*Here insert the date of resolution if there was no such resolution, state in what other way the authorisation was given.

## FORM I

(Form for Trade Unions)

ANNUAL RETURNS PRESCRIBED UNDER SECTION 28 OF THE  
INDIAN TRADE UNIONS ACT, FOR THE YEAR  
ENDING 31ST MARCH, 19

## PART A

1. Name of the Union ..
- \*2. Address of the Union ..
3. Registered Head Office ..
4. Number and date of certificate of registration ..
- \*5. Classification of Industry (to be shown as per Schedule of Industries attached) ..
- \*6. Classification of Sector [Please state to which of the following four categories the union belongs: (a) Public Sector-Central Sphere, (b) Public Sector-State Sphere, (c) Private Sector-Central Sphere and (d) Private Sector-State Sphere] ..
- \*7. Name of the All-India Body/Federation to which affiliated ..
8. Affiliation number ..
- \*9. Affiliation fee paid during the year ..
- \*10. Number and date of receipt for payment of affiliation fee ..
- \*11. Membership fee per month ..
12. No. of members on books at the beginning of the year ..
13. No. of members admitted during the year ..
14. No. of members who left during the year ..
15. No. of members on books at the end of the year (i.e., on 31-3-19) ..

| Male | Female | Total |
|------|--------|-------|
|      |        |       |

16. No. of members contributing to political fund ..
- \*17. No. of members who paid their subscription ..
18. A copy of the rules of the trade union corrected upto the date of despatch of this return is appended ..
- \*19. Part B of the return overleaf has been duly completed ..

Dated the.....

Secretary.

\*If the union falls under more than one category, the membership claimed in each category may be shown separately.

# PART-B

## STATEMENT OF LIABILITIES AND ASSETS ON THE .....DAY OF.....19 ..

| Liabilities                          |     |     | Assets                         |     |     |
|--------------------------------------|-----|-----|--------------------------------|-----|-----|
|                                      | Rs. | nP. |                                | Rs. | nP. |
| Amount of general fund ..            |     |     | Cash—                          |     |     |
| Amount of political fund ..          |     |     | In hands of Treasurer ..       |     |     |
| Loans from:                          |     |     | In hands of Secretary ..       |     |     |
|                                      |     |     | In hands of                    |     |     |
|                                      |     |     | In the.....Bank                |     |     |
|                                      |     |     | In the.....Bank                |     |     |
|                                      |     |     | Securities as per list below   |     |     |
| Debts due to                         |     |     | Unpaid subscriptions due       |     |     |
|                                      |     |     | For:                           |     |     |
|                                      |     |     | *(a) the year ..               |     |     |
|                                      |     |     | *(b) previous year ..          |     |     |
|                                      |     |     | Loans to:                      |     |     |
| Other liabilities (to be specified): |     |     | *(a) Officers ..               |     |     |
|                                      |     |     | *(b) Members ..                |     |     |
|                                      |     |     | *(c) Others ..                 |     |     |
|                                      |     |     | Immovable property ..          |     |     |
|                                      |     |     | Goods and furniture ..         |     |     |
|                                      |     |     | Other assets (to be specified) |     |     |
| TOTAL LIABILITIES ..                 |     |     | TOTAL ASSETS ..                |     |     |

## LIST OF SECURITIES

| Particulars | Face value | Cost price | Market price at date on which accounts have been made up | In hands of |
|-------------|------------|------------|--|-------------|
|             |            |            |  |             |
|             |            |            |  |             |
|             |            |            |  |             |

## GENERAL FUND ACCOUNT

| INCOME   |     |     | EXPENDITURE  |     |     |
|--|-----|-----|--|-----|-----|
|  | Rs. | nP. |  | Rs. | nP. |
| Balance at beginning of year ..  |     |     | Salaries and allowances of officers ..   |     |     |
| Subscription from members (including unpaid subscriptions due for the year) .. |     |     | Travelling Allowance ..  |     |     |
|  |     |     | Salaries, allowances and expenses of establishment ..  |     |     |
|  |     |     | Auditors' Fees ..  |     |     |
|  |     |     | Legal expenses ..  |     |     |
| *(a) Subscription received ..  |     |     | Expenses in conducting trade disputes ..   |     |     |
| *(b) Subscription in arrears for three months or less ..                       |     |     | Compensation paid to members for loss arising out of trade disputes ..                           |     |     |
| *(c) Subscription in arrears for more than three months ..                     |     |     | Funeral, old age, sickness, unemployment benefits, etc. ..                                       |     |     |
|  |     |     | Educational, social and religious benefits ..  |     |     |
| Donations ..   |     |     | Cost of publishing periodicals ..  |     |     |
| Sale of periodicals, books, rules etc. ..                                      |     |     | Rents, rates and taxes ..  |     |     |
| Interest on investments ..   |     |     | Stationery, printing and postage ..  |     |     |
| Income from miscellaneous sources (to be specified) ..                         |     |     | Expenses incurred under section 15 (j) of the Indian Trade Unions Act, 1926 (to be specified) .. |     |     |
|  |     |     | Other expenses (to be specified) ..  |     |     |
|  |     |     | Balance at end of year ..  |     |     |
| TOTAL ..   |     |     | TOTAL ..   |     |     |

## POLITICAL FUND ACCOUNT

|  | Rs. | nP. |  | Rs. | nP. |
|--|-----|-----|--|-----|-----|
| Balance at beginning of year ..                |     |     | Payments made on objects specified in section 16 (2) of the Indian Trade Unions Act, 1926 (to be specified) .. |     |     |
|  |     |     | Expenses of management (to be fully specified) ..  |     |     |
| Contributions from members at... per member .. |     |     |  |     |     |
|  |     |     | Balance at end of year ..  |     |     |
| TOTAL ..                                       |     |     | TOTAL ..   |     |     |

Treasurer.

### AUDITOR'S DECLARATION

The undersigned, having had access to all the books and accounts of the Union and having examined the foregoing statements and verified the same with the account vouchers relating thereto, now sign the same as found to be correct, duly vouched and in accordance with the law, subject to the remarks, if any appended hereto and also certify that the..... Union had properly maintained its membership register and its accounts and the members had paid their membership subscriptions to the..... Union as shown in the foregoing statement of the general fund account of the Union, subject to the remarks, if any, appended hereto.

*Auditor*

*Auditor.*

The following changes of officers have been made during the year.

### OFFICERS RELINQUISHING OFFICE

| Name | Office | Date of relinquishing office |
|------|--------|------------------------------|
|      |        |                              |

### OFFICERS APPOINTED

| Name | Date of birth | Private address | Personal occupational | Title of position held in union | Date on which appointment in column 5 was taken up | Other offices held in addition to membership of Executive with date |
|------|---------------|-----------------|-----------------------|---------------------------------|--|---|
| 1    | 2             | 3               | 4                     | 5                               | 6  | 7   |
|      |               |                 |                       |                                 |  |   |

### \*ELECTIONS

Date of last election of office bearers

Date of next election of office bearers

*Secretary.*

## FORM J

(Form for Federation of Trade Unions)

ANNUAL RETURNS PRESCRIBED UNDER SECTION 28 OF THE  
INDIAN TRADE UNIONS ACT, 1926, FOR THE YEAR ENDING  
31ST MARCH, 19 .

## PART A

1. Name of the Federation ..
- \*2. Address of the Federation ..
3. Registered Head Office ..
4. Number and date of certificate of registration ..
- \*5. Classification of Industry (to be shown as per Schedule of Industries attached) ..
- \*6. Classification of Sector [Please state to which of the following four categories the Federation belongs: (a) Public Sector-Central Sphere, (b) Public Sector-State Sphere, (c) Private Sector-Central Sphere, and (d) Private Sector-State Sphere] ..
- \*7. Name of the All-India Body to which affiliated ..
- \*8. Affiliation Number ..
- \*9. Affiliation fee paid to the All-India Body to which affiliated during the year ..
- \*10. Date of payment of affiliation fee to the All-India Body ..
- \*11. Membership fee charged from affiliated unions by the Federation during the year ..
- †12. No. of affiliated unions at beginning of the year and their membership ..
- †13. No. of unions joining during the year and their membership ..
- †14. No. of unions disaffiliated during the year and their membership ..
- †15. No. of affiliated unions at the end of the year and their membership ..
- \*16. No. of members contributing to Political Fund ..
- \*17. No. of unions which paid their affiliation fee for the whole year ..
- \*18. A copy of the rules of the Federation corrected upto the date of despatch of this return is appended ..
- \*19. Part B of the return overleaf has been duly completed ..

Date.....

Secretary.

\*If the Federation falls under more than one category the membership in each category may be shown separately.

†Name of unions should be given in separate statements marked 'A' 'B' 'C' and 'D'.

**PART-B**  
**STATEMENT OF LIABILITIES AND ASSETS ON THE**  
**31ST DAY OF MARCH, 19 .**

| Liabilities                            |     |     | Assets                            |     |     |
|--|-----|-----|-----------------------------------|-----|-----|
|  | Rs. | nP. |                                   | Rs. | nP. |
| Amount of general fund                 |     |     | Cash—                             |     |     |
| Amount of political fund               |     |     | In hands of Treasurer             |     |     |
|  |     |     | In hands of Secretary             |     |     |
|  |     |     | In hands of ..                    |     |     |
|  |     |     | In the Bank ..                    |     |     |
|  |     |     | In the Bank ..                    |     |     |
| Loans from—                            |     |     | Securities as per list below:—    |     |     |
|  |     |     | Unpaid subscriptions due for—     |     |     |
|  |     |     | *(a) the year ..                  |     |     |
|  |     |     | *(b) previous year..              |     |     |
| Debts due to—                          |     |     | Loans to—                         |     |     |
|  |     |     | *(a) Officers ..                  |     |     |
|  |     |     | *(b) Members ..                   |     |     |
|  |     |     | *(c) Others ..                    |     |     |
|  |     |     | Immovable property                |     |     |
|  |     |     | Goods and furniture               |     |     |
| Other Liabilities (to be specified) .. |     |     | Other assets (to be specified) .. |     |     |
| <b>TOTAL LIABILITIES ..</b>            |     |     | <b>TOTAL ASSETS ..</b>            |     |     |

**LIST OF SECURITIES**

| Particulars | Face Value | Cost Price | Market price at date on which accounts have been taken up | In hands of |
|-------------|------------|------------|---|-------------|
|             |            |            |   |             |
|             |            |            |   |             |
|             |            |            |   |             |

*Treasurer.*

## GENERAL FUND ACCOUNT

| INCOME   |     |     | EXPENDITURE  |     |     |
|--|-----|-----|--|-----|-----|
|  | Rs. | nP. |  | Rs. | nP. |
| Balance at beginning of year ..  |     |     | Salaries, allowances and expenses of officers ..   |     |     |
| Subscription from members (including unpaid subscriptions due for the year) .. |     |     | Travelling allowance ..  |     |     |
|  |     |     | salaries, allowances and expenses of establishment ..  |     |     |
|  |     |     | Auditor's Fees ..  |     |     |
|  |     |     | Legal expenses ..  |     |     |
| *(a) Subscription received ..  |     |     | Expenses in conducting trade disputes ..   |     |     |
| *(b) Subscription in arrears for three month ..                                |     |     | Compensation paid to members for loss arising out of trade disputes ..                           |     |     |
| *(c) Subscription in arrears for more than three months ..                     |     |     | Funeral, old age, sickness, unemployment benefits, etc. ..                                       |     |     |
|  |     |     | Educational, social and religious benefits ..  |     |     |
| Donations ..   |     |     | Cost of publishing periodicals ..  |     |     |
| Sale of periodicals, book, rules etc. ..                                       |     |     | Rents, rates and taxes ..  |     |     |
| Interest on investments ..   |     |     | Stationery, printing and postage ..  |     |     |
| Income from miscellaneous sources (to be specified) ..                         |     |     | Expenses incurred under section 15 (j) of the Indian Trade Unions Act, 1926 (to be specified) .. |     |     |
|  |     |     | Other expenses (to be specified) ..  |     |     |
|  |     |     | Balance at end of year ..  |     |     |
| TOTAL ..   |     |     | TOTAL ..   |     |     |

## POLITICAL FUND ACCOUNT

|  | Rs. | nP. |   | Rs. | nP. |
|--|-----|-----|---|-----|-----|
| Balance at beginning of year ..                      |     |     | Payments made on objects specified in section -16 (2) of the Indian Trade Unions Act, 1926 (to be specified) .. |     |     |
| Contributions from..... members at.....per member .. |     |     | Expenses of management (to be fully specified) ..   |     |     |
|  |     |     | Balance at end of year ..   |     |     |
| TOTAL ..   |     |     | TOTAL ..  |     |     |

Treasurer.

### AUDITOR'S DECLARATION

The undersigned, having had access to all the books and accounts of the.....Union, and having examined the foregoing statements and verified the same with the account vouchers relating thereto, now sign the same as found to be correct, duly vouchered 'D' and in accordance with the law; subject to the remarks, if any, appended hereto and also certify that the.... Union had properly maintained its membership register and its accounts and the members had paid their membership subscriptions to the.....Union as shown in the foregoing statement of the general fund account of the Union, subject to the remarks, if any, appended hereto.

*Auditor*

*Auditor.*

The following changes of officers have been made during the year.

### OFFICERS RELINQUISHING OFFICE

| Name | Office | Date of relinquishing office |
|------|--------|------------------------------|
|      |        |                              |

### OFFICERS APPOINTED

| Name | Date of birth | Private address | Personal occupational | Title of position held in union | Date on which appointment in Col. 5 was taken up | Other offices held in addition to membership of executive with date |
|------|---------------|-----------------|-----------------------|---------------------------------|--|---|
| 1    | 2             | 3               | 4                     | 5                               | 6  | 7   |
|      |               |                 |                       |                                 |  |   |

### \*ELECTIONS

Date of last election of office bearers ..

Date of next election of office bearers ..

*Secretary.*

By order,

RAJ KUMAR, I.A.S.,  
*Secretary.*

## TRANSPORT DEPARTMENT

### NOTIFICATIONS

*Simla-1, the 9th November, 1960/18th Kartika, 1882*

No. H. (T) 14-168/58.—In exercise of the powers conferred by section 111A of the Motor Vehicles Act, 1939 (4 of 1939), the Lieutenant Governor, Himachal Pradesh hereby makes the following amendment by adding Chapter IX to the Punjab Motor Vehicles Rules, 1940 as applied to Himachal Pradesh and the same having been previously published as required by section (1) of section 133 of the said Act.

#### Chapter IX

#### Insurance of Motor Vehicles against Third Party Risk

#### "MOTOR ACCIDENTS CLAIMS TRIBUNALS RULES 1960"

1. **Short title, extent and commencement.**—(1) These rules may be called the Himachal Pradesh Motor Accidents Claims Tribunals Rules, 1960.

(2) These rules extend to the whole of the Union Territory of Himachal Pradesh.

(3) These rules shall come into force at once.

2. **Definitions.**—In these rules, unless the context otherwise requires:—

(a) "Act" means the Motor Vehicles Act, 1939 (4 of 1939);

(b) "Claims Tribunal" means a Motor Accidents Claims Tribunal constituted under section 110 of the Act;

(c) "Legal representative" shall have the meaning assigned to it under clause (11) of section 2 of the Code of Civil Procedure, 1908.

3. **Applications.**—Every application for payment of compensation made under section 110-A shall be made in the form appended to these rules and shall be accompanied by the fee prescribed therefor in rule 22.

4. **Examination of applicant.**—On receipt of an application under rule 3, the Claims Tribunal may examine the applicant on oath, and the substance of such examination, if any, shall be reduced to writing.

5. **Summary dismissal of application.**—The Claims Tribunal may, after considering the application and the statement, if any, of the applicant recorded under rule 4, dismiss the application summarily, if for reasons to be recorded, it is of the opinion that there are no sufficient grounds for proceeding therewith.

6. **Notice to parties involved.**—If the application is not dismissed under rule 5, the Claims Tribunal shall send to the owner of the motor vehicle involved in the accident and its insurer, a copy of the application together with a notice of the date on which it will hear the application, and may call upon the parties to produce on that date any evidence which they may wish to tender.

7. **Appearance and examination of parties.**—(1) The owner of the motor vehicle and the insurer may, and if so required by the Claims Tribunal shall, at or before the first hearing or within such further time as the Claims Tribunal may allow, file a written statement dealing with the claim raised in the application, and any such written statement shall form part of the record.

(2) If the owner or the insurer contests the claim, the Claims Tribunal may, and if no written statement has been filed, it shall, proceed to examine the owner and the insurer upon the claim and shall reduce the substance of the examination to writing.

**8. Summoning of witnesses.**—If an application is presented by any party to the proceeding for the summoning of witnesses, the Claims Tribunal shall, on payment of the expenses involved, if any, issue summons for the appearance of such witnesses, unless it considers that their appearance is not necessary for a just decision of the case.

**9. Appearance of legal practitioner.**—The Claims Tribunal may, in its discretion, allow any party to appear before it through a legal practitioner.

**10. Local inspection.**—(1) The Claims Tribunal may at any time during the course of an inquiry before it visit the site at which the accident occurred for the purpose of making a local inspection or examining any persons likely to be able to give information relevant to the proceeding.

(2) Any party to a proceeding or the representative of any such party may accompany the Claims Tribunal for a local inspection.

(3) The Claims Tribunal after making a local inspection shall note briefly in a memorandum any facts observed, and such memorandum shall form part of the record of inquiry.

(4) The memorandum referred under sub-rules (3) may be shown to any party to the proceedings who desires to see it and a copy thereof may on application be supplied to any such party.

**11. Inspection of the vehicle.**—The Claims Tribunal may, if it thinks fit, require the motor involved in the accident to be produced by the owner for inspection at a particular time and place to be mentioned by it, if necessary in consultation with the owner.

**12. Power of summary examination.**—(1) The Claims Tribunal, during a local inspection or at any other time, save at a formal hearing of a case pending before it, may examine summarily any person likely to be able to give information relating to such case, whether such person has been or is to be called as a witness in the case or not, and whether any or all of the parties are present or not.

(2) No oath shall be administered to a person examined under sub-rule (1).

**13. Method of recording evidence.**—The Claims Tribunal shall, as examination of witnesses proceeds, make a brief memorandum of the substance of the evidence of each witness and such memorandum shall be written and signed by the members of the Claims Tribunal and shall form part of the record:

Provided that the evidence of any medical witness shall be taken down as nearly as may be word for word.

**14. Adjournment of hearing.**—If the Claims Tribunal finds that an application cannot be disposed of at one hearing, it shall record the reasons which necessitate the adjournment and also inform the parties present of the date of adjourned hearing.

**15. Co-opting of persons during inquiry.**—(1) The Claims Tribunal may, if it thinks fit, co-opt one or more persons possessing special knowledge with respect to any matter relevant to the inquiry.

(2) The remuneration, if any, to be paid to the person(s) co-opted shall in every case be determined by the Claims Tribunal.

**16. Framing of issues.**—After considering any written statement, the evidence of the witnesses examined and the result of any local inspection, the Claims Tribunal shall proceed to frame and record the issues upon which the right decision of the case appears to it to depend.

**17. Determination of issues.**—After framing the issues, the Claims Tribunal shall proceed to record evidence thereon which each party may desire to produce.

**18. Diary.**—The Claims Tribunal shall maintain a brief diary of the proceedings on an application.

**19. Judgement and award of compensation.**—(1) The Claims Tribunal, in passing orders shall record concisely in a judgement the findings on each of the issues framed and the reasons for such findings and make an award specifying the amount of compensation to be paid by the insurer and also the person or persons to whom compensation shall be paid.

(2) Where compensation is awarded to two or more persons, the Claims Tribunal shall also specify the amount payable to each of them.

**20. Code of Civil Procedure to apply in Certain cases.**—The following provisions of the First Schedule to the Code of Civil Procedure, 1908 shall so far as may be apply to proceedings before the Claims Tribunals, namely, Order V, rules 9 to 13 and 15 to 30; Order IX, Order XIII, rules 3 to 10; Order XVI, rules 2 to 21; Order XVII; and Order XXIII, rules 1 to 3.

**21. Form and number of appeals against the decision of Claims Tribunal.**—(1) An appeal against the award of a Claims Tribunal shall be preferred in the form of a memorandum stating concisely the grounds on which the appeal is preferred.

(2) It shall be accompanied by a copy of the judgement and the award appealed against.

**22. Fees.**—(1) Every application under sub-section (1) of section 110A of the Act, for payment of compensation shall be accompanied by a fee of rupees ten in the form of court fee stamps.

(2) The Claims Tribunal may, in its discretion, exempt a party from the payment of fee prescribed under sub-rule (1):

Provided that where a claim of a party has been accepted by the Claims Tribunal, the party shall have to pay the prescribed fee, exemption in respect of which has been granted initially before a copy of the judgement is obtained.

## FORM OF APPLICATION FOR COMPENSATION

(See Rule 3)

To

The Motor Accidents Claims Tribunal,

.....

I, ..... Son/daughter/wife/  
widow of ..... residing  
at ..... having been  
injured in motor vehicle accident hereby apply for the grant of compensation for  
the injury sustained. Necessary particulars in respect of the injury, vehicle  
etc., are given below.

I..... son/daughter/wife/  
widow of..... residing  
at..... hereby apply,  
as a legal representative/agent, for the grant of compensation on account of  
death/injury sustained by of Shri/Kumari/Shrimati.....  
son/daughter/wife/widow of Shri/Shrimati.....  
..... who died/was injured in  
a motor vehicle accident.

Necessary particulars in respect of the deceased/injured, the vehicle etc.  
are given below:—

1. Name and father's name of the person injured/dead (Husband's name in the case of married woman and widow) ..
2. Full address of the person injured/dead ..
3. Age of the person injured/dead ..
4. Occupation of the person injured/dead ..
5. Name and address of the Employer of the deceased, if any ..
6. Monthly income of the person injured/dead ..
7. Does the person in respect of whom compensation is claimed pay income tax? If so, state the amount of income tax (to be supported by documentary evidence) ..
9. Name and address of Police Station in whose jurisdiction the accident took place or was registered ..
10. Was the person in respect of whom compensation is claimed travelling by the vehicle involved in the accident? If so give the names of places of starting of journey and destination ..
11. Nature of injuries sustained ..
12. Name and address of the Medical Officer/Practitioner, if any, who attended on the injured/dead ..
13. Period of treatment and expenditure, if any, incurred thereon. (To be supported by documentary evidence) ..
14. Registration No. and the type of the vehicle involved in accident..
15. Name and address of the owner of the vehicle ..

16. Name and address of the insurer of the vehicle ..
17. Has any claim been lodged with the owner/insurer, if so with what result ..
18. Name and address of the applicant ..
19. Relationship with the deceased ..
20. Title to the property of the deceased ..
21. Amount of compensation claimed ..
22. Any other information that may be necessary or helpful in the disposal of the claim ..

I ..... solemnly declared that the particulars given above are true and correct to the best of my knowledge.

*Signature or thumb impression of the applicant.*

By order,  
SURAJ SINGH,  
Joint Secretary.

*Simla-1, the 10th November, 1960/19th Kartika, 1882*

No. H(T) 14-427/59.—In exercise of powers conferred by section 91 of the Motor Vehicles Act, 1939, the Lieutenant Governor, Himachal Pradesh is pleased to make the following rule to be numbered as rule 6.24 in Chapter VI of the Punjab Vehicles Rules, 1940, as applied to Himachal Pradesh, the same having been previously published as required under sub-section (1) of section 133 of the said Act.

### TRAFFIC SIGNALS

**Rule 6.24.**—The Police Officer engaged in regulation of traffic will give the following signals to the drivers of the motor vehicles for controlling the traffic:—

**Signal No. 1.**—To stop a vehicle approaching from behind, the signaller should extend his left arm horizontally from the shoulder and parallel to the ground with the palm facing front, its back being towards the rear vehicle.

**Signal No. 2.**—To stop a vehicle coming from front; the signaller should raise his right hand above his head slightly extending to the front with fingers closed and the palm facing the on-coming traffic.

**Signal No. 3.**—To stop vehicles approaching simultaneously from front and behind. The signaller should extend both the arms.

**Signal No. 4.**—(a). To stop traffic approaching from left and wanting to turn right. It will be given by extending the left arm, the right arm will be extended little forward with the palm facing downward.

(b) To stop traffic approaching from the right to allow traffic approaching from the left to turn right. This will be given by extending right arm except that the arm will be side-ways and the palm facing right.

**Signal No. 5.**—To allow traffic coming from the right and turning right by stopping traffic approaching from the left. The right hand is raised to the position and the left arm is raised sideways with the palm facing left.

**Signal No. 6.**—Warning signals closing traffic. This signal is necessary as a preliming to opening the other direction of traffic after turning right or left.

**Signal No. 7.**—Come on, beckoning on a vehicle approaching from left. The right arm should be in a position and the left arm should be raised from the elbow upwards and brought upto the position of the shoulder. The signaller should also look to the left. This movement should be repeated so that the motorists can understand that he is being called up.

**Signal No. 8.**—Come on, beckoning on vehicles approaching from the right. The left arm should be stretched and the right arm should be raised from the elbow upwards and brought upto the position of the shoulder. The signaller should also look to the right.

**Signal No. 9.**—Come on, beckoning on a vehicle from front. The right hand should be raised from the elbow, back of the palm facing towards the vehicle. The movement should be repeated.

SURAJ SINGH,  
*Joint Secretary.*